United Nations ST/IC/2002/66

Secretariat

15 October 2002

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 24 October 2002: "AIDS Awareness" stamps and souvenir sheets; "Switzerland — New Member of the United Nations" stamp; and 2002 Annual Collection folders**

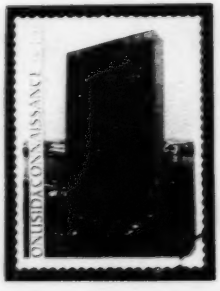
Commemorative stamps and semi-postal souvenir sheets

1. On Thursday, 24 October 2002, the United Nations Postal Administration (UNPA) will issue a set of three commemorative stamps and three semi-postal souvenir sheets on the theme "AIDS Awareness".

2. The photographs (Department of Public Information of the United Nations Secretariat) were taken by Evan Schneider (United Nations) and adapted as stamps and souvenir sheets by Rorie Katz (United Nations).

3. The stamps will be issued in denominations of 70 cents, Sw F 1,30 and €1,53.

(United States equivalents — Sw F 1,30: 83 cents; and €1,53: $1.44, subject to exchange-rate fluctuation.)



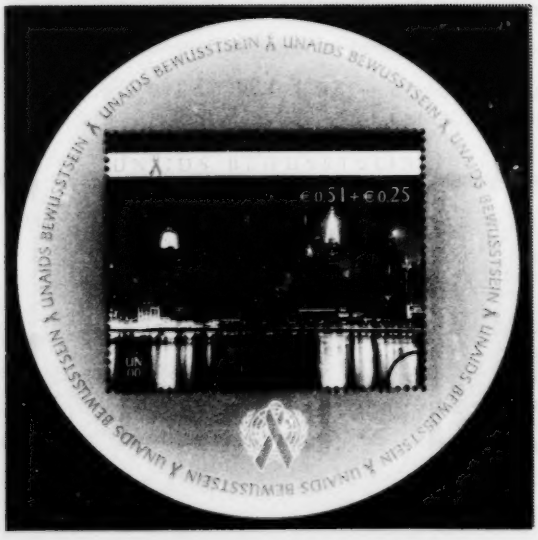
* Expiration date of the present information circular: 8 November 2002.

02-63984 (E) 161002

4. For the first time in UNPA history, three semi-postal souvenir sheets will be issued. A semi-postal stamp costs more than the price of a regular stamp and is issued to raise funds for a designated cause or charity. The additional cost added to the postage rate for this issue will be contributed to the Global AIDS and Health Fund, which was established in 2001 by the Secretary-General.

5. The souvenir sheets will be issued in denominations of 37 cents + 6 cents = 43 cents, Sw F 0,90 + Sw F 0,30 = Sw F 1,20, and €0,51 + €0,25 = €0,76.

(United States equivalents — Sw F 1,20: 77 cents; and €0,76: 71 cents, subject to exchange-rate fluctuation.)



Definitive stamp

6. Also on 24 October 2002, UNPA will issue a Sw F 3,00 definitive stamp to honour the admission of Switzerland as a new Member of the United Nations.

7. The stamp was designed by Thierry Clauson (Switzerland) and is a graphic combination of the Swiss flag and a dove.

(United States equivalent — Sw F 3,00: $1.92.)

2002 Annual Collection folders

8. The New York, Geneva and Vienna Annual Collection folders of single mint stamps and souvenir sheets issued in 2002 will be released also on 24 October 2002. It should be noted that the 2002 Endangered Species series stamps **will not** be included in the individual New York, Geneva or Vienna Annual Collection folders. They are contained in their own separate album previously issued in April 2000.

Special items

9. In addition, UNPA will sell two special items starting on 24 October 2002. The New York version of the "AIDS Awareness" souvenir sheet has been used in the manufacture of pins and magnets. The pin will sell for $2.00 and the magnet will sell for $3.50.

General information

10. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 24 October 2002, at the following locations:

(a) UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Temporary counter on the east side of the Secretariat lobby between the cafeteria and the news-stand in front of the windows: 9 a.m. to 4.30 p.m.

11. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

12. Members of delegations and the staff can obtain the "AIDS Awareness" pins and magnets at the following locations:

(a) UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Temporary counter on the east side of the Secretariat lobby between the cafeteria and the news-stand in front of the windows: 9 a.m. to 4.30 p.m.

13. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/2002/67

Secretariat

18 October 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Time off for voting on United States Election Day**

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 5 November 2002, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.

2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 7 November 2002.

02-65460 (E) 241002

United Nations ST/IC/2002/68

Secretariat

18 October 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of placement and promotion decisions made by the Secretary-General after consideration by the appointment and promotion bodies. As provided by ST/AI/2002/4, these bodies continue to consider cases where vacancies have been posted before 1 May 2002.

2. In order to ensure equitable treatment in promoting staff members, placements and promotions will be effective the first day of the month following their approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions, as provided by ST/AI/1999/8.

3. The attached list includes decisions on placement and promotion of staff in the Professional category and above taken on recommendations made by the appointment and promotion bodies in September 2002.

* Expiration date of the present information circular: 31 December 2002.

02-64895 (E) 221002

Annex

Placement and promotion
1 September 2002 to 30 September 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Baskakov, Nikolai	M	DPI	DPI	P-3	02-B-DPI-002544-I-NY
Guerreiro Bremon, Santiago[a]	M	DESA	DESA	P-3	01-E-ESA-002480-I-NY
Loregnard-Kasmally, Abigail	F	DESA	DESA	P-3	02-S-ESA-002528-I-NY
Warschburger, Sabine	F	DESA	DESA	P-3	02-M-ESA-002522-I-NY
Clark, Michael Nelson	M	DM/OCSS	DM/OCSS	D-1	01-D-DOM-002182-E-NY
Krairiksh, Nanda[a]	F	ESCAP	ESCAP	D-1	02-E-ESC-0X2218-E-BA
Placement					
Gross, Guenther[a]	M	UN-Habitat	OCHA	P-3	02-D-CHA-002075-E-NY

[a] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

United Nations ST/IC/2002/69

Secretariat

18 October 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of placement and promotion decisions made by the Secretary-General after consideration by the Appointment and Promotion Panel. As provided by ST/AI/2002/4, the Appointment and Promotion Panel continues to consider cases where vacancies have been posted before 1 May 2002.

2. In order to ensure equitable treatment in promoting staff members, placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions, as provided by ST/AI/1999/8.

3. The attached list includes decisions on placement and promotion of staff in the General Service and related categories taken on recommendations made by the Appointment and Promotion Panel in September 2002.

* Expiration date of the present information circular: 31 December 2002.

02-64887 (E) 221002

Annex

Placement and promotion
1 to 30 September 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Raimondi, Philip	M	DM/OCSS	DM/OCSS	TC-4	02-G-OCS-2598-TC4
Chu, Shih[a]	M	DM/OCSS	DM/OCSS	TC-5	02-G-OCS-2448-TC5
Gandini, Frank[a]	M	DM/OCSS	DM/OCSS	TC-5	02-G-OCS-2448-TC5
MacLellan, Bruce	M	DM/OCSS	DM/OCSS	TC-5	02-G-OCS-2448-TC5
McDonald, Derek[a]	M	DM/OCSS	DM/OCSS	TC-5	02-G-OCS-2448-TC5
Montazerian, Mehdi	M	DM/OCSS	DM/OCSS	TC-5	00-G-OCS-955-TC5
Alkhawam, Margaret[b]	F	DM/OHRM	DM/OHRM	G-5	02-G-HRM-2587-G5
Bhandari, Sanjaya[c]	M	DM/OCSS	DM/OCSS	G-5	01-G-DOM-2272-G5
Brown, Salena[c]	F	DM/OCSS	DM/OCSS	G-5	01-G-DOM-2272-G5
Ricceri, Elisabeth[d]	F	DPKO	DPKO	G-5	02-G-DPK-2607-G5
Singh, Devi[b]	F	DM/OHRM	DM/OHRM	G-5	01-G-DOM-2324-G5
Tuccio, Jorge[b]	M	DPKO	DPKO	G-5	02-G-DPK-2495-G5
Broitman, Graciela[b]	F	EOSG	DPKO	G-6	02-G-DPK-2384-G6
Hansen, Edmond[b]	M	DPKO	DPKO	G-6	01-G-DPK-2334-G6
Placement					
Farrell, Mary	F	DM/OHRM	UNSECOORD	G-6	02-G-SEC-2438-G6

[a] The Secretary-General approved the promotion of the staff members to the TC-4 level against posts at the TC-5 level. The promotion of the staff members will be implemented when they have reached the established seniority in grade for accelerated promotion to the higher level.

[b] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[c] The Secretary-General approved the placement of the staff members against the post at their current level. The promotion of the staff members will be implemented when they have reached the established seniority in grade for accelerated promotion to the higher level.

[d] Alternate candidate approved by the Secretary-General in accordance with the provisions of ST/AI/1999/8.

United Nations ST/IC/2002/70

Secretariat

1 November 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for General Assembly and Conference Management

Subject: **Availability to Secretariat officials of official documents and publications**

1. The purpose of the present information circular is to inform staff members of new arrangements regarding availability, in hard copy and online, of official documents and publications issued by the United Nations Secretariat at Headquarters.

2. With effect from 15 November 2002, daily distribution in hard copy to Secretariat officials of documents and publications issued by the Secretariat at Headquarters will cease. This decision is a result of newly introduced electronic means of facilitating online access to documents and online requests for hard copies, as outlined below.

3. With the launch of the electronic version of the *Journal of the United Nations* (www.un.org/Docs/journal), which provides hyperlinks to all language versions of documents listed therein, and the inclusion in the *Journal* of a hyperlinked daily list of documents issued at Headquarters, staff members at all duty stations may download, in all available language versions, documents listed in and hyperlinked to the *Journal*. This new facility is in addition to the Official Documents System (ODS).

4. Officials currently receiving hard copies of official documents and publications may continue to receive, upon request, hard copies of publications and voluminous documents by contacting the Chief, Publishing Section, Documentation Division, Department for General Assembly and Conference Management (ext. 3.8044 or kazarov@un.org).

---

* The present circular will be in effect until further notice.

02-67214 (E) 011102